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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **POLICE PROGRAM COORDINATOR**

DEFINITION

Under general supervision, to plan, organize and coordinate the activities and operations of a program within the Police Department, such as Crossing Guard's, Volunteer's, Technology Support, Youth Court, Parking/Tow Enforcement; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Police Program Coordinator is distinguished from the Police Program Supervisor in that incumbents do not provide direct supervision of full-time staff. Incumbents may oversee and supervise part-time employees and volunteers.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level civilian or sworn Police Department staff. May exercise general oversight of technical and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

All Positions:

- Coordinate and perform activities for one or more program areas.
- Coordinate the development and implementation of new and revised programs, systems, procedures, forms and methods of operation.
- Compile and analyze data and make recommendations on the formulation of program policies and procedures.
- Perform research and prepare reports, summaries and other data for program planning.
- Assist in the development, administration and monitoring of program area budgets; oversee purchasing activities and personnel-related operations.
- Process programmatic applications and registration forms; verify required documents; and track and monitor program participants.
- Respond to requests for information; explain rules and regulations of program; resolve and respond to complaints.
- Coordinate inter-departmental projects and program activities; coordinate program activities with other City departments and divisions.
- Facilitate program activities with outside agencies; coordinate program activities involving outside participation and resources.
- Prepare oral and written reports.

- Develop and publish statistical reports.
- Oversee and participate in the preparation of special reporting requirements for internal staff and for outside agencies.

In addition, when assigned to Crossing Guards:

- Assist in the recruitment and selection of Crossing Guards.
- Coordinate scheduling and assignments of Crossing Guards.

In addition, when assigned to Technology Support:

- Assist in coordinating the purchasing and installation of computer software and hardware for Department.
- Update e-mail accounts for new employees, changes, transfers, etc.
- Perform minor computer and printer repairs.
- Assist in maintaining computer, printer, and software inventories for the Police Department.

In addition when assigned to Volunteers:

- Coordinate, recruit, select and conduct backgrounds on all Volunteers.
- Coordinate placement of volunteers to be used most effectively throughout the Police Department.
- Arrange and conduct appropriate volunteer recognition events.

In addition, when assigned to Parking/Tow Enforcement:

- Investigate tow claims filed with City alleging improperly towed vehicles by Department employees.
- Conduct thirty (30) day impound hearings.
- Conduct inspections of tow companies' storage yards and vehicles for compliance with vehicle Code and City Ordinance.

In addition, when assigned to Youth Court:

- Interview juvenile offenders to determine eligibility for Youth Court.
- Recruit, train and help supervise youth and adult volunteers.
- Develop and coordinate community work placements for the purpose of allowing defendants to work off sentences.
- Arrange caseload and court documentation.

QUALIFICATIONS

Knowledge of:

- Organization and functional responsibilities of a Police Department.
- Modern office practices, procedures and equipment including computers and related software (varies by position).

- Basic grammar, punctuation and arithmetic.
- Basic record keeping and report writing skills.
- Public relations protocol.

Ability to:

- Work independently.
- Establish and maintain effective working relationships with others.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer and related software.
- Establish, develop and maintain procedure manuals for subordinate work assignments.
- Investigate and resolve complaints regarding personnel and procedures.
- Institute corrective measures and disciplinary actions.
- Revise operating policies and procedures.
- Maintain inventories of equipment and supplies.
- Prepare reports and summaries of activities and related office work; assist in preparing budget estimates and requests.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate Degree (60 semester units or 90 quarter units) from an accredited college or university with major course work in Administration of Justice, Business or Public Administration or a closely related field.

Experience: Four years of increasingly responsible experience performing specialized technical duties in a law enforcement agency. Additional qualifying experience may substitute for up to one year of the required education.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Police Program Coordinator

TO: Police Program Supervisor